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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Washington 25, D. C.

Number 107
Sept. 29, 1947

PROCEDURE TRANSMITTAL

NOTICES

FIRE PREVENTION WEEK: The President has proclaimed the week of October 5-11, 1947 as Nation Wide Fire Prevention Week. Copies of the President's Proclamation, a USDA Fact Sheet and a memorandum from the Secretary urging all employees to cooperate in the observance of this week were distributed separately.

NEW RELEASES

TABLE OF CONTENTS
MANUAL "A"
9-18-47
Supersedes Table of Contents dated 2-13-47.
Contents dated 2-13-47

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "A": Revised to include PMA Instructions released through Procedure Transmittal No. 104. Remove superseded Table of Contents dated 2-13-47.

PMA 126.1
Exhibit A
9-16-47

1948 PRODUCTION GOAL AND COMMODITY COMMITTEES:
Designates members of the committees which are responsible for the development of 1948 production goals for the various commodities.

414.1
9-19-47

OBTAINING GRAPHIC SERVICES FROM BAE: Informs interested branches and staff offices of graphic services available from BAE on a reimbursable basis, under agreement executed between PMA and BAE, effective July 1, 1947. (Distribution to Washington Manual Holders only.)

444.3
9-22-47
Supersedes AN 38,
dated 10-30-46

INTERNATIONAL MAIL RESTRICTIONS: The Security Advisory Board of the State-War-Navy Coordinating Committees requested that certain restrictions currently affecting international communications entering or leaving occupied countries be brought to the attention of all Government personnel. This Instruction sets forth the restrictions as submitted by the Security Advisory Board. Persons requiring additional information should obtain it from their local postmaster. Supervisors are responsible for circulating a copy of this Instruction to employees under their supervision. Supersedes Administrative Notice No. 38 dated 10-30-46.

CHANGES

101.7
8-20-47

AUTHORITY TO ADMINISTER OATHS OF OFFICE: Substitute the following for the Labor Branch listing at the top of page 2 (par. III):

Personnel Representative, Philadelphia, Pennsylvania
Acting Personnel Representative, Philadelphia, Pennsylvania
Area Representative
Assistant Area Representative
District Supervisor
Area Engineer
Farm Labor Program Supervisor in Charge
Farm Labor Supply Center Manager

405.5
6-19-47

TRANSPORTATION OF HOUSEHOLD GOODS AND FAMILIES OF TRANSFERRED EMPLOYEES: Pages 1 and 2 revised to delegate authority to the Deputy Administrator, the Assistant Administrators, the Controller, Branch Directors, Heads of Staff Offices, and Chairmen of the State PMA Committees to authorize travel and transportation expenses incident to the transfer of employees from one duty station to another. Remove pages 1 and 2 dated 6-19-47 and insert pages 1 and 2 revised.

OBSOLETE

The following forms have been declared obsolete. Stocks to be disposed of in accordance with PMA Instruction 456.1. If a date is shown opposite the number below, only stocks of that or any prior date may be so disposed of.

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
OMS-400	Packers and Stockyards Division Itinerary	LS-162
PMA-56 (9-4-45)	Out-of-Condition and/or Odd Lot Report	SS-7
PMA-85(3-14-47)	Directory of Shipping and Storage Field Offices	
SS-1(11-30-45)	Shipping and Billing Information for Vendors	SS-1 (not yet issued)
SS-2(6-27-46)	Document Distribution Instructions for Vendors and Processors	SS-2 Vessel Sailing Report
SS-4(6-27-46)	Document Distribution Instructions for Warehousemen	
SS-24(11-29-45)	Record of Correspondence-Field Operations Division	
SS-49(2-4-46)	Daily Car Activity Report	
SS-58(5-23-46)	Correction and Cancellation of Request for Delivery	
SS-75(8-1-46)	Consignee's Certificate of Partial Delivery	SS-75(7-22-47)
SS-92(6-27-46)	Document Distribution Instructions on Shipments to Processing or Packaging Plants	

OBSOLETE (Cont'd)

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
SS-100(Cold (8-26-46)	Storage Contract	SS-100(4-23-47)
SS-100(Terms) (8-26-46)	Storage Contract	SS-100(4-23-47)
SS-100(5-27-46)	Dry Storage Contract	SS-100(4-23-47)
SS-101(5-27-46)	Cold Storage Contract	
SS-140(4-5-46)	Request for Delivery	
SS-L-3(12-5-45)	Untitled form letter re: request for reference	
SS-L-8(4-24-46)	Untitled form letter re: Retroactive Transit Privileges	
SSB-8	Verification of Non Payment	SS-L-2
SSB-11	Untitled re: record of warehouse inspection	SS-11
SSB-21	Abstract--Dry Storage Contracts	
SSB-22	Abstract--Cold Storage Contracts	
SSB-18	Freight Rate Card	SS-18
TWB-71	Record Card	
FDA-324(Supple.1)	Information for Vendors	
FDA-470	Information for Warehousemen	
FDA-525A	Warehouse Inventory	
FDA-525B	" "	
FDA-525C	" "	
FDA-525D	" "	
FDA-590	Warehouseman's Report of Turning and Marking Evaporated Milk	
FDA-673	Packers and Stockyards Division Itinerary	
CCC-107	Notice to Deliver	
CCC-140(4-11-45)	Request for Delivery	
CCC-140-1 (4-11-45)	Order Ticket	
CCC-145(2-23-45)	Vessel Schedule	
CCC-166(3-13-45)	Claim Work Report Sheet	
CCC-168	Adjudication Record	
CCC-171(3-13-45)	Overage File	
CCC-289(5-15-45)	Ticket Correction-Cancellation Memorandum	
CCC-346(6-13-45)	Summary Vendor Availability	
CCC-367	Report of Cargo Over, Short and/or Damaged	
CCC-439	Freight Rate Card	
CCC-449(10-8-45)	Reconsignment Ticket Control	
CCC-471	Information for Warehousemen	
CCC-479	Weekly Operating and Inventory Report	
CCCL-122(4-10-45)	Untitled form letter re: application for transit privileges	
CCCL-123(4-10-45)	Untitled form letter re: application for transit privileges	
WFA-2	Notice of Requisition	
WFA-3(Sheet 1)	Proof of Claim	

PROCEDURE TRANSMITTAL - 107

OBSOLETE (Cont'd)

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
WFA-3(Sheet 2)	Proof of Claim	
WFA-4	Disclaimer	
WFA-5	Verification by an Individual	
WFA-6	Power of Attorney	
WFA-7	Notice of Preliminary Determination	
WFA-8	Award of Compensation for Property	
SS-41(1-14-46)	Contract Record	
SS-82(5-28-46)	Card Index	
SS-100(Dry) (8-26-46)	Storage Contract	
PMA-301(9-19-46)	Director of Area Fiscal Offices	

The following forms have been declared obsolete, existing stocks are to be used until exhausted.

AMA-153	Supplement to Financial Statement Form	FDA-153
OMSL-29	Untitled form letter re: qualifications of application for warehouse license	MF-J-3
OMSL-30	Untitled form letter re: qualifications of warehouseman	MF-L-4
OMSL-31-	Untitled form letter re: request for information concerning warehouseman	MF-L-5
CCC-154	Forwarding Notice and Non-Negotiable Receipt	SS-154
CCC-453	Transmittal of Carrier's Bill for Services Performed	SS-68
FDA-655	Record of Receipts - Summary	MF-14

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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

PMA PROCEDURE CLASSIFICATION CHART 10-24-45 (Distribution A, W, L, S,B) After 148 insert "Radio"; after 149 insert "Duplicated Material"; change 243 from "Victory Bonds" to "Savings Bonds"; after 249 insert "Reports"; after 308 insert "Records"; after 309 insert "Reports"; after 329 insert "Details"; after 335 insert "Veterans"; after 449 insert "Reports"; after 457 insert "Publication of Documents."

SUBJECT INDEX TO PMA MANUAL INSTRUCTIONS.

ADMINISTRATION - 100 SERIES

100 - Basic

- 101.1 AUTHORITIES OF THE DIRECTOR OF THE BUDGET AND MANAGEMENT BRANCH 5-28-46 (Distribution A) After par. J add new subparagraph K: "Approves travel authorizations of directors of branches and staff offices. The Deputy Administrator or any Assistant Administrator approves travel authorizations of the Director of the Budget and Management Branch."
- 101.2 ADMINISTRATIVE AUTHORITIES 2-13-46 (Distribution A,W,L,S,B)
- EXHIBIT A-06 2-13-46 (Distribution A,L) This Exhibit was formerly numbered "A-04"
- EXHIBIT A-07 Rev. 2-18-46 (Distribution A,L) In "Approve Requests for Personnel Action" column, change "CAF-12" to "CAF-11."
- EXHIBIT A-09 2-13-46 (Distribution A,L,B-09)
- EXHIBIT A-10 2-13-46 (Distribution A,L,B-10) In the "Area of Responsibility" column delete all references to "District 6" and insert "El Paso" therefor; after "Memphis" add "North Carolina and Texas"; delete "Lockport," "Gilman," "Janesville," "Charlotte," "Taylor" and "Los Angeles." DO NOT delete the names of the States.
- EXHIBIT A-11 9-11-46 (Distribution A,L,B-11) Page 1, under "Technical and Clerical Personnel of Market News Division," after Officer in Charge at Detroit, Michigan add the following:

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(100 - Basic - 101.2)

<u>Approving Official</u>	<u>Location</u>	<u>Area of Responsibility</u>	<u>Send forms to</u>
Officer in Charge	Cinn.,Ohio	Cinn.,Ohio	Chicago.Ill.

Under "Dressed Poultry Inspection and Clerical Personnel for Dressed Poultry Inspection" change location from San Francisco, California, to Sacramento, California, for the Western Area of responsibility.

EXHIBIT A-12 2-13-46 (Distribution A,L,B-12)

EXHIBIT A-13 2-13-46 (Distribution A,L,S-13) In the second line under "Area of Responsibility" add "Connecticut" after N. Y.

EXHIBIT A-15 2-18-46 (Distribution A,L) Under "Approve Request" column change "CAF-8" to "CAF-7" and add ditto marks opposite the Assistant Area Fiscal Officer at Philadelphia and Portland. Also add ditto marks in "Approve Requisitions for Supplies and Equipment" column opposite the Asst. Area Fiscal Officer at Portland. Delete "(Labor Branch Activities)" in "Area of Responsibility" column. In the "Approve Requests for Personnel Action" column after "Grade CAF-7" place an asterisk. Add as footnote at the bottom of the page "*For grades CAF-8 and above, the Director or an Assistant Director of the FI Branch is the approving official."

EXHIBIT A-16 7-1-46 (Distribution A,L,S-16)

EXHIBIT A-18 10-1-46 (Distribution A,L,B-18)

EXHIBIT A-19 3-20-46 (Distribution A,L,B-19) In the "Send Required Forms" column delete "Suboffice in Portland" and insert "San Francisco."

EXHIBIT A-20 2-13-46 (Distribution A,L)

EXHIBIT A-21 10-30-46 (Distribution A,L)

EXHIBIT A-22 7-2-47 (Distribution A,L,B-22)

EXHIBIT A-24 5-15-47 (Distribution A,L,B-24)

(100 Basic - 101.2)

EXHIBIT A-27 Formerly A-11 2-13-46 (Distribution A,L,B-27 formerly B-11) "Area of Responsibility" column of the "Area Representative" at "Chicago, Ill." should read; "Midwest Area, Butler, Pa., Denver, Colo., Newark, N. J. and Buffalo, N. Y."

EXHIBIT A-30 2-13-46 (Distribution A,L,B-30) In "Area of Responsibility" column after "Portland Suboffice," place "4/" Add at the bottom of the page "4/ Western Area BM Suboffice Portland, for AS Activities of the Portland suboffice." Delete information in all columns for the Seattle, Buffalo, and Boston Offices.

EXHIBIT A-31 2-13-46 (Distribution A,L,B-31) In footnote 1/, change "Southwest" to "Southeast"; delete "Dallas" and insert "Atlanta"; delete remainder of sentence after "Atlanta."

EXHIBIT A-32 2-13-46 (Distribution A,L,B-32)

EXHIBIT A-34 3-26-47 (Distribution A,L,B-34)

- 101.3 RESPONSIBILITIES WITHIN THE OFFICE OF THE ADMINISTRATOR
5-31-46 (Distribution A,W,L,S,B)
- 101.4 TESTIMONY BEFORE CONGRESSIONAL COMMITTEES 4-10-47
(Distribution A,W)
- 101.5 ADMINISTRATIVE AND PROGRAM RELATIONSHIPS-NEW YORK
SUGAR, FIBERS, FATS AND OILS OFFICE 7-24-46
(Distribution A,W,L,B)
- 101.6 DESIGNATION OF CCC AND SEC. 32 CONTRACTING OFFICES
8-8-46 (Distribution A (except A-13)) Add to par.
II B 1: "where CCC program funds are involved and
obtain the approval of the designation by the
Administrator, PMA where Section 32 program funds are
involved."
- 101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE 8-20-47
(Distribution A,W,L,S,B)
- 103.1 PROCEDURE SYSTEM 10-15-45 (Distribution A,W,L,S,B)
Page 3, par. VI, line 2, between "forwarded" and "to"
insert "through the administrative officer of the
appropriate Washington branch or staff office."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(100 - Basic)

- 103.2 DISTRIBUTION SYSTEM FOR PROCEDURES and EXHIBIT A 2-12-46
 (Distribution A,W,L,S,B) Page 4 revised 2-20-46 Exhibit
 A revised 6-21-46.
- 103.3 FORMATS AND EDITORIAL STANDARDS FOR PMA PROCEDURE
 ISSUANCES and EXHIBITS A and B 4-4-46 (Distribution A,W)
- 103.4 DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA
 6-11-46 (Distribution A (except A-14)) Exhibit A, item
 4 "Procurement Manual (USDA)" add "Part IV Disposition
 of Property." Add item 21 "Treasury Procurement
 Letters."
- 104.1 EMPLOYEE SUGGESTIONS 5-28-46 (Distribution A,W,L,S,B)
- 104.2 PMA EMPLOYEE SUGGESTIONS COMMITTEE 7-1-46 (Distribution
 A,W,L,S,B)
- 104.3 HONOR AWARDS 7-1-47 (Distribution A,W,L,S,B)
- 105.1 CLEARANCE, CONTROL AND REPRODUCTION OF FORMS 3-28-47
 (Distribution A,W)
- 105.2 PUBLIC DATA FORMS ORIGINATING IN FIELD OFFICES 9-10-46
 (Distribution A,W,L,S,B)
- 105.3 FORM STANDARDS - WASHINGTON and EXHIBITS A-F 11-13-46
 (Distribution A (Washington only) W)
- 106.2 RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU
 FIELD SERVICE 2-19-47 (Distribution A,W,L,S,B)
- 109.1 REPORT OF LEGISLATIVE DEVELOPMENTS 6-13-47 (Distribution
 A,W)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

110 - Organization

- 110.1 FUNCTIONAL ORGANIZATION OF OFFICE OF AUDIT 12-17-45
(Distribution A,W,L,S,B)
- 110.2 CLEARANCE OF PROPOSALS FOR CHANGES IN ORGANIZATION
1-10-46 (Distribution A,W,L,S,B) Change all reference
to (1) "Management and Organization (MO) Division" to
"Budget and Organization (B&O) Division" and (2) "MO
Division" to "B&O Division." After the first sentence
of par. II add "Attention, Chief of the B&O Division."
In the next to last line of par. III B after the word
"Approved" add "for PMA."
- 110.3 TRANSFER OF PERSONNEL FUNCTIONS OF THE FIELD SERVICE
BRANCH TO THE BUDGET AND MANAGEMENT BRANCH 6-3-46
(Distribution A,W,L,S)
- 110.4 ABOLITION OF MATERIALS AND EQUIPMENT BRANCH 3-14-47
(Distribution A,W,L,S,B)
- 110.5 ABOLITION OF THE OFFICE OF TRANSPORTATION OFFICER
3-14-47 (Distribution A,W,L,S,B)
- 110.6 ABOLITION OF THE SPECIAL COMMODITIES BRANCH 3-14-47
(Distribution A,W,L,S,B)
- 110.7 ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLOCATIONS
AND THE OFFICE OF FOREIGN PROGRAMS COORDINATION 3-14-47
(Distribution A,W,L,S,B)
- 110.8 ABOLITION OF THE OFFICE OF PRICE 3-14-47
(Distribution A,W,L,S,B)
- 110.9 ABOLITION OF COST INVESTIGATIONS DIVISION OF COMPLIANCE
AND INVESTIGATION BRANCH 4-22-47 (Distribution A,W,L,
S,B)
- 111.1 ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION
7-1-47 (Distribution A,W,L,S,B)
- 111.2 REASSIGNMENT OF FOREIGN FOOD PROGRAMS BRANCH FUNCTIONS
12-6-45 (Distribution A,W,L) Par. II: change "Office
of Claimants Program Coordination" to "Office of
Foreign Programs Coordination."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(110 - Organization)

- 111.3 FUNCTIONAL ORGANIZATION OF TECHNICAL STAFF ON FISCAL MANAGEMENT 1-11-46 (Distribution A,W,L,S,B)
- 111.4 PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS 12-17-45 (Distribution A,W,L,S,B) Page 1, par. I A,6th line, after "functions" add "except personnel functions "
- 111.5 FUNCTIONAL ORGANIZATION OF BM BRANCH - WASHINGTON and EXHIBIT A 3-18-46 (Distribution A,W) Delete "and personnel" in the footnote on page 1.
- 111.6 COMPLIANCE WITH SURPLUS PROPERTY POLICIES AND REGULATIONS and EXHIBIT A 12-27-45 (Distribution A,W,L,S,B)
- 111.7 PHYSICAL INVENTORY OPERATIONS 1-5-46 (Distribution A,W,L-15,B-30)
- 111.8 ASSISTANT ADMINISTRATOR AND ASSOCIATE ASSISTANT ADMINISTRATOR FOR FISCAL AND INVENTORY CONTROL 1-22-46 (Distribution A,W,L-15,B-30)
- 111.9 FUNCTIONAL ORGANIZATION OF OFFICE OF REQUIREMENTS AND ALLOCATIONS - WASHINGTON 2-7-46 (Distribution A,W)
- 111.10 FUNCTIONAL ORGANIZATION OF MARKETING FACILITIES BRANCH - WASHINGTON and EXHIBIT A 2-18-46 (Distribution A,W,B-24)
- 111.11 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - WASHINGTON and EXHIBIT A 2-18-46 (Distribution A,W,B-34)
- 111.12 FUNCTIONAL ORGANIZATION OF THE LIVESTOCK BRANCH - WASHINGTON and EXHIBIT A 2-18-46 (Distribution A,W,B-22)
- 111.13 FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - WASHINGTON and EXHIBIT A 4-8-46 (Distribution A,W,B-27) Pages 1 and 2 revised 7-29-46
- 111.14 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - WASHINGTON and EXHIBIT A 5-1-46 (Distribution A,W)
- 111.15 FUNCTIONAL ORGANIZATION OF THE DAIRY BRANCH - WASHINGTON and EXHIBIT A 4-30-46 (Distribution A,W,B-11,B-27)
- 111.16 FUNCTIONAL ORGANIZATION OF OFFICE OF PRICE - WASHINGTON 5-31-46 (Distribution A,W)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(110 - Organization)

- 111.17 FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - WASHINGTON
2-14-47 (Distribution A,W,L-21)
- 111.18 FUNCTIONAL ORGANIZATION OF MATERIALS AND EQUIPMENT BRANCH
and EXHIBIT A 6-4-46 (Distribution A,W)
- 111.19 FUNCTIONAL ORGANIZATION OF THE FOOD DISTRIBUTION PROGRAMS
BRANCH and EXHIBIT A 6-4-46 (Distribution A;W;S-14,16)
- 111.20 FUNCTIONAL ORGANIZATION OF THE GRAIN BRANCH - WASHINGTON
7-19-46 (Distribution A,W,B-19)
- 111.21 FUNCTIONAL ORGANIZATION OF THE FISCAL BRANCH - WASHINGTON
and EXHIBIT A 8-28-46 (Distribution A,W,L,S)
- 112.1 FUNCTIONAL ORGANIZATION OF THE BUDGET AND MANAGEMENT
BRANCH AREA OFFICE 12-18-45 (Distribution A,L,S,B)
Pages 1 and 2 revised 6-19-46
- 112.2 ORGANIZATION OF BM AND FI BRANCH AREA OFFICES and EXHIBIT
A Revised 2-20-46 (Distribution A,W,L,S,B) Page 1:
Delete the first three lines of par. I A 1 and substitute
the following therefor: "There are also established BM
and FI Area Suboffices to service budget and management
and fiscal activities for their own offices and for other
branches as listed in subsequent paragraphs." Page 2,
par. II A 1, delete "The cotton classing work at", and
substitute "Field operations in"; delete "the cotton
statistics work at"; add "and in the state of Illinois"
after "Baton Rouge, Louisiana." Par. II B 1 a, after
"Alabama" add "Montana, Wyoming." Pages 3 through 7
revised 6-15-46. Page 7, add par. II P "Budget and
Management Branch - Budget and Management Branch
activities of the BM Suboffice, Portland, Oregon, shall
be serviced by that Suboffice." Page 6, insert the
following:

Main Office			Area Offices	
Location	Activity	Substation	Servicing Sub-	
			station	
Cincinnati, Ohio	Meat Inspection	Newport, Ky.	Midwest	
"	"	Lexington, Ky.	"	
Indianapolis, Ind.	Meat Grading	Henderson, Ky.	"	
Kansas City, Mo.	"	Coffeetown, Kans.	"	
Kansas City, Kans.	Meat Inspection	Trenton, Mo.	Southwest	

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(110 - Organization)

- 112.3 OPERATIONS OF BM BRANCH AREA OFFICES AND COOPERATING FISCAL OFFICES 6-17-46 (Distribution A,W,L,S,B) In Par. II E 1 change the last three lines to read: "'Organization of BM and FI Branch Area Offices'), and two bureau copies to the Washington PE Division which will forward one copy to the Office of the Manager, FCIC, in Washington."
- 112.5 ORGANIZATION OF THE HAWAIIAN AREA 4-22-46 (Distribution A;W;L-05,06,07,15,26;S-14,16) Add par. III as follows: "III EXCEPTION The personnel activities will be administratively directed by the Western Area BM Branch Area Office."
- 112.6 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - AREA OFFICES and EXHIBIT A 5-1-46 (Distribution A,L,S,B) Formerly 114.4
- 112.7 OPERATIONS OF AREA PERSONNEL DIVISION AND PMA STATE OFFICES 6-18-46 (Distribution A,W,L,S,B)
- 112.8 ESTABLISHMENT OF FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES 7-1-47 (Distribution A,W,L,S,B)
- 113.1 ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES and EXHIBITS A and B through B-16 6-14-46 (Distribution A,W,L,S,B)
- EXHIBIT A Revised 1-15-47
- EXHIBIT B-1 - Under column "Name and Address of Branch Representatives" the new address of Lynn E. Eldredge is 215 Sheldon Bldg., 461 Market St., San Francisco, California.
- EXHIBIT B-5 - Page 1, under column "Name and Address of Branch Representatives" Russell G. Reiff replaces John F. Thompson as State Director of Indiana. Page 3, under column "Name and Address of Branch Representatives" Murl E. Cummings replaced Willis C. Boegli as State Director of Oregon. Edgar M. Derham becomes State Director of South Carolina replacing Carlisle C. Parler, Acting State Director. Mr. Derham's address is Knowlton Building, 1615 Hampton Street, Columbia, South Carolina.

(110 - Organization - 113.1)

Wilford Bailey becomes State Director of Utah replacing Ernest M. Luther, Acting State Director. Mr. Bailey's address is Old Terminal Building, 222 South on West Temple St., Salt Lake City, Utah.

EXHIBIT B-6 - Under column "Name and Address of Branch Representatives" John J. Ditttrick's new address is 641 Washington St., New York 14, N.Y. John J. Slaughter is located at 539 Terminal Annex Building. Russell James' new address is 449 W. Peachtree St., N.E., Atlanta, Georgia.

EXHIBIT B-7 - Under column "Name and Address of Branch Representatives" D.K.Young's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. John P. Capus becomes Chief, S.W. Marketing Field Office replacing Walter D. Lurry, Acting Chief. The address of Mr. Capus is 556 U. S. Terminal Annex Building, Dallas, Texas.

EXHIBIT B-8 - Under column "Name and Address of Branch Representatives" P. E. Bowers is now Director of the Kansas City Office and his new address is Room 2152, Municipal Auditorium, 212 West 14th Street, Kansas City 8, Missouri. Note that this change occurs twice. Clyde C. Kiddle becomes Acting Director of the Portland Office replacing Earl C. Corey. This change also occurs twice.

EXHIBIT B-9 - Under column "Name and Address of Branch Representatives" Arthur Susott's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. Harry Carr becomes Acting Chief of the Area Information Service Office located in New York replacing Jennie Moore.

EXHIBIT B-10 - Page 1, under column "Name and Address of Branch Representatives" Hiram W. Rainey's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. The Arkansas USDA Wage Board is now located at 108½ W. Third St. Under "Colorado USDA Wage Board" make the following changes "T. H. Summers, Secretary, Colorado State College, Fort Collins, Colorado." Page 2 under column "Name and Address of Branch Representatives" change L. H. Kramer's designation from Chairman to Executive Officer.

EXHIBIT B-12 - Under column "Name and Address of Branch Representatives" change the spelling of the first representative listed to J. W. Callahan. Under column "Activity or Program Responsibility" add ditto marks opposite Harry J. Wishmire.

(110 - Organization - 113.1)

EXHIBIT B-13 - Under column "Name and Address of Branch Representatives" Claude M. Evans' new address is 307 Wilson Building. Russell F. Frazier's new address is 449 W. Peachtree St., N. E., Atlanta, Georgia.

EXHIBIT B-14 - Under column "Name and Address of Branch Representatives" change F. C. Johnson to Walter W. Sikes and change O. Martel Bowen to Thomas T. Miller.

- 114.1 FOOD DISTRIBUTION PROGRAMS IN THE CARIBBEAN AREA 11-21-45
(Distribution A,W-08,W-16,W-30)
- 114.2 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - FIELD and
EXHIBIT A 2-18-46 (Distribution A,W,B-34)
- 114.3 FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - FIELD
4-8-46 (Distribution A,W,B-27) Add "111.13" after
"Exhibit A" in the third line of par. I
- 114.4 FUNCTIONAL ORGANIZATION OF THE INSULAR REGION, FIELD
SERVICE BRANCH and EXHIBIT A 7-29-46 (Distribution
A,W,L,S)
- 114.5 FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - FIELD
6-4-46 and EXHIBIT A 2-6-47 (Distribution A,W,L,S,B)
Page 1, par. II B, last line should read: "services
functions within the Division and furnishes personnel and
business services to the Fiscal Branch subarea office."
- 114.6 FUNCTIONAL ORGANIZATION FISCAL BRANCH - FIELD and EXHIBIT
A 8-7-46 (Distribution A,W,L,S)
- 114.7 FUNCTIONAL ORGANIZATION OF THE NEW YORK AREA OFFICE FOR
MARKETING - FIELD SERVICE BRANCH 3-12-46 (Distribution
A,W,L (Except L-10,21),S-14)
- 114.8 FUNCTIONAL ORGANIZATION OF THE PMA STATE OFFICES and
EXHIBIT A 9-11-46 (Distribution A,W,L,S,B)
- 115.1 FOOD INDUSTRY ADVISORY FUNCTIONS and EXHIBIT A 9-10-46
(Distribution A,W)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(110 - Organization)

- 115.2 STANDARDS AND LIMITATIONS GOVERNING FORMATION AND USE OF
PMA STATE SUB- OR ADVISORY COMMITTEES 7-10-46
(Distribution A,W,L,S,B)
- 115.3 ESTABLISHMENT OF MARKET NEWS, AND GRADING AND STANDARDIZATION
COMMITTEES 7-15-47 (Distribution A,W,L,S,B)
- 115.4 ORGANIZATION OF MARKET NEWS SERVICE JOINT OPERATING
COMMITTEES 8-7-47 (Distribution A)

120 - Programs

- 120.1 PRICING COMMODITIES TRANSFERRED TO PURCHASERS 4-30-46
(Distribution A,W,L-15)
- 120.2 PROGRAM ASSISTANCE BY ONE BRANCH FOR ANOTHER BRANCH
1-24-46 (Distribution A,W,L,S)
- 120.3 LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD Revised
5-9-47 (Distribution A,L,S,B) To par. II, after
"Maryland" insert "Massachusetts."
- 120.4 APPOINTMENT OF REPRESENTATIVE OF OFFICE OF THE SECRETARY
IN THE PACIFIC NORTHWEST 8-20-46 (Distribution A,W,L,S,B)
- 120.5 PROCEDURE FOR HANDLING CERTAIN BIDS RELATING TO COMMODITY
PURCHASE, SALE AND SERVICES 1-17-47 (Distribution
A,W,L,S,B)
- 120.6 AUTHORITY TO SIGN, TERMINATE, OR CANCEL DIRECT
DISTRIBUTION AGREEMENTS 9-5-46 (Distribution A,W,
L-06,S-14)
- 120.7 PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS
2-26-47 (Distribution A,W,L,S,B)
- 121.A ASSIGNMENT OF SHIPPING AND STORAGE FUNCTIONS FOR COMMODITIES
10-30-45 (Distribution A,W,L,S,B) Formerly Administrator's
Memorandum No. 17

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(120 - Programs)

- 121.1 ASSIGNMENT OF COMMODITIES TO BRANCHES and EXHIBITS A,B,C,D and E 1-8-46 (Distribution A,W,L,S,B) Exhibit C revised 7-1-46. References to OLIVE OIL in the Exhibits to this Instruction should be changed as follows: Exhibit A, page 4, change "FO" to "FV" and remove footnote 1/; Exhibit B, page 2, Delete entire reference; page 3 delete footnote 1/; Exhibit C, page 2, delete item 6 entirely; Exhibit D, page 4, change "GR" to "FV"; Exhibit E, page 4, delete entire reference: page 2; insert "Olive Oil" after "Olives (canned)."
- 121.2 ASSIGNMENT OF RESPONSIBILITY FOR "MARKET BASKET PURCHASES" 1-10-46 (Distribution A,W,L,S,B)
- 124.1 POLICIES ON ASSIGNMENT OF FUNCTIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES 5-2-47 (Distribution A;W-05,15,16,18,30;L:S:B-18,30)
- 124.2 PURCHASE OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM and EXHIBIT A 5-2-47 (Distribution A;W-05,15,16,18,30;L:S;B-18,30)
On page 1 in the fifth title under Part I of the Outline of Contents, change "FS" to "FV". On page 21 on the right margin change "SMA-129" to "SMA-1292." On page 4 change the last line to read as follows: "'O,' since it is followed by 'C' signifies that the crop year is 1947 and". On page 5 delete "the first letter signifies" in line 1 and in line 4 change "fiscal" to "crop."
- 124.3 SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM 6-10-47 (Distribution A;W-05,15,16,18,30;L:S;B-18,30)
- 124.4 DISTRIBUTION OPERATIONS INVOLVED IN SECTION 32 PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM and EXHIBITS A and B 6-9-47 (Distribution A;W-05,15,16,18,30;L:S;B-18,30)
- 125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS 9-19-46 (Distribution A,W,L,S,B)
- 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946 and EXHIBITS A and B 8-19-47 (Distribution A,W)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(120 - Programs)

- 126.1 DEVELOPMENT OF 1948 PRODUCTION GOALS AND PROGRAMS 7-25-47
(Distribution A,W,S,B)
- 127.A FORM AND EXECUTION OF CONTRACTS AND OFFERS 11-5-45
(Distribution A,W,L) Formerly Administrator's Memorandum
No. 18 and Amendment 1. Change the second sentence in
par. III from "who have been authorized" to "who are
authorized."
- 127.1 PREPARATION AND DISTRIBUTION OF ABSTRACTS and EXHIBIT A,
"CORRECTION"; EXHIBIT B, "SUPPLEMENT"; EXHIBIT C,
"RAPID WIRE"; and EXHIBIT D Revised 3-20-47 (Distribution
A,W,L,S,B)
- 127.2 COMMODITY INSPECTIONS OF USDA-OWNED FOODS 1-22-46
(Distribution A;W;B-11,18,19,22,30,33)
- 127.3 PERFORMANCE OF FOOD INDUSTRY LABOR FUNCTIONS BY PMA STATE
OFFICES 1-24-46 (Distribution A,W-21,L-21,S-14)
- 127.4 PERFORMANCE OF MARKETING FACILITIES FUNCTIONS BY PMA STATE
OFFICES 1-24-46 (Distribution A,W-24,S-14)
- 127.5 PERFORMANCE OF ICE INDUSTRY FUNCTIONS BY PMA STATE OFFICES
1-24-46 (Distribution A,W-31,S-14)
- 127.6 RESPONSIBILITY FOR OBTAINING OCEAN SHIPPING SPACE AND
FORWARDING AUTHORIZATION SERIAL NUMBERS 2-13-46
(Distribution A,W,L,S,B)
- 127.7 COORDINATION OF DISTRIBUTION, SHIPPING AND PURCHASE
FUNCTIONS UNDER PRICE SUPPORT PROGRAMS 2-15-46
(Distribution A;W-16,18,30;B-18,30)
- 127.8 USE OF DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES
4-30-46 (Distribution A,W,L,S,B)
- 127.9 STANDARD CONTRACT CONDITIONS 4-24-46 (Distribution
A,W,B) Add the following sentence at the close of
par. II A: "Article 23, 'Audit of Records,' shall not
be excepted from any contract unless a substitute clause
approved by the Office of Audit is made a part of the
contract."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(120 - Programs)

- 127.10 INSPECTION OF WAREHOUSES AND COMMODITIES UNDER JURISDICTION
OF SHIPPING AND STORAGE BRANCH STORED THEREIN 4-30-46
(Distribution A;W-24,30;B-24,30)
- 127.11 PERFORMANCE OF POULTRY INSPECTION AND GRADING FUNCTIONS
BY THE DAIRY BRANCH 5-1-46 (Distribution A;W-11,27;B-11,
27)
- 127.12 PERFORMANCE OF POULTRY MARKET NEWS FUNCTIONS BY THE DAIRY
BRANCH 9-27-46 (Distribution A;W-11,27;B-11,27)
- 127.13 WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING
ACTIVITIES 9-26-46 (Distribution A;W;B (except B-24) L
(except L-21,26)
- 127.14 DIRECTORY OF AREA FISCAL OFFICES 9-26-46 (Distribution
A,W,L,S,B)
- 127.15 PMA MAILING LISTS and EXHIBITS A,B,C, and D 7-11-47
(Distribution A,W)
- 127.16 AMENDING CONTRACTS 11-6-46 (Distribution A,W,L,S,B)
-
- 128.1 POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS 11-23-45
(Distribution A,W)
- 128.2 PMA POLICIES ON DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES
AND FOODS 12-13-45 (Distribution A,W,L,S,B)
- 128.3 PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES AND FOODS
12-13-45 (Distribution A,W,L,S,B)
- 128.4 PROCEDURE ON CASH SALES TO FOREIGN CLAIMANTS Revised 6-11-46
(Distribution A,W)
- 128.5 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE GRAIN
BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46
(Distribution A;W-19,30;B-19,30)
- 128.6 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
POULTRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46
(Distribution A;W-27,30;B-27,30)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(120 - Programs)

- 128.7 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FATS AND OILS BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 (Distribution A;W-12,30;B-12,30)
- 128.8 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE DAIRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-20-46 (Distribution A;W-11,30;B-11,30)
- 128.9 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE LIVESTOCK BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-12-46 (Distribution A;W-22,30;B-22,30)
- 128.10 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE SPECIAL COMMODITIES BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 (Distribution A;W-30,31;B-30,31)
- 128.11 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FRUIT AND VEGETABLE BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 (Distribution A;W-18,30;B-18,30)
- 128.12 PROCEDURE FOR CANCELLATION OF CASH SALE REQUISITIONS 3-7-46 (Distribution A,W)
- 128.13 ANNOUNCEMENT OF SURPLUS PROPERTY SALES and EXHIBITS A, 7-10-46 and B Revised 1-22-47 (Distribution A,W,L,S,B) To par. II B, add "to prospective purchasers."
- 128.14 DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES AND FOOD ASSIGNED TO PMA 3-10-47 (Distribution A,W,L,S,B)
- 128.15 ANNOUNCEMENT OF SALES OF CCC-OWNED STOCKS 9-10-46 and EXHIBIT A 5-20-46 and EXHIBIT B 9-10-46 (Distribution A,W,L,S,B)
- 128.16 WITHDRAWAL OF SAMPLES OF CCC-OWNED COMMODITIES BY PROSPECTIVE PURCHASERS 8-7-46 (Distribution A,W,B)
- 129.A RESPONSIBILITY FOR RATIONING PROGRAMS AND CIVILIAN REQUIREMENTS 11-2-45 (Distribution A,W,L,S,B) Formerly Administrator's Memorandum No. 19
- 129.1 ABUNDANT FOODS MARKETING PROGRAMS 11-20-45 (Distribution A,W)

(120 - Programs)

- 129.2 TERMINATION OF WAR CONTRACTS and EXHIBIT A 12-29-45
 (Distribution A,W)
- 129.3 PROCEDURE FOR WAR CONTRACT TERMINATION, SETTLEMENT OF
 TERMINATION CLAIMS AND DISPOSITION OF CONTRACTOR INVENTORY
 and EXHIBITS A,B,C 1-25-46 and EXHIBIT D 3-13-46 (Distribu-
 tion A,W) Page 1 revised 2-20-46, page 6 revised 3-13-46.
 Delete par. XIII.
- 129.4 PROCEDURE FOR CONTRACT RENEGOTIATION and EXHIBITS A and B
 3-20-46 (Distribution A,W) Change all references to the
 "Contract Renegotiation Committee" to the "Contract
 Disputes Board."
- 129.5 EMERGENCY FOOD PROGRAM 3-26-46 (Distribution A,S)
- 129.6 FOREIGN PUBLIC PURCHASE AND IMPORTATION 5-17-46 (Distribu-
 tion A,W) In the last sentence of par. IV A 3, after
 "clearance from the" insert "Budget and Organization
 Division, Budget and Management Branch."
- 129.7 HANDLING OF PETITIONS FOR THE REMOVAL OF MAXIMUM PRICES
 FOR AGRICULTURAL COMMODITIES and EXHIBITS A and B
 9-10-46 (Distribution A)
- 129.8 DIRECT CHARGES FOR LOSSES SUSTAINED BY THE GENERAL
 COMMODITIES PURCHASE PROGRAM 9-17-46 (Distribution A,W)
- 129.9 PMA COMMODITY PROCUREMENT POLICY 10-16-46 (Distribution
 A,W,L,S,B)

130 - Budgets

- 130.1 OPERATING BUDGETS, FISCAL YEAR 1948 5-27-47
 (Distribution AA)
- 133.2 REQUEST FOR FUNDS AND/OR ADJUSTMENTS IN ALLOTMENTS 12-12-45
 (Distribution A,W,L,S)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(130 - Budgets)

- 134.2 OBJECTIVE CLASSIFICATION CODES 3-13-46 (Distribution A,W,L,S,B) Add the following to par. V-A-02-b-2: "***, reimbursement for which is claimed by travelers on SF-1012." Delete the following from par. V-A-08-b-6: "within official station on Government-owned equipment" and add the following in lieu thereof: "when billed on other than a travel reimbursement voucher."
- 135.1 REIMBURSEMENT FOR SERVICES PERFORMED BY ONE BRANCH OF PMA FOR ANOTHER BRANCH OR BRANCHES 3-27-47 (Distribution A)
- 139.1 REPORTS OF MAN-MONTHS BY WORK PROGRAMS and EXHIBITS A,B and C 8-1-47 (Distribution A,L)

140 - Information Services

- 140.1 INFORMATION POLICY 6-4-46 (Distribution A,W,L,S,B)
- 142.1 REVIEW OF MANUSCRIPTS ORIGINATING OUTSIDE PMA 3-26-46 (Distribution A,W,L,S,B)
- 143.1 PREPARATION AND CLEARANCE OF PRESS RELEASES 6-4-46 (Distribution A,W,L,S,B)
- 144.1 CLEARANCE OF SPEECHES 3-26-46 (Distribution A,W,L,S,B)
- 145.1 PREPARATION AND CLEARANCE OF VISUAL MATERIAL - WASHINGTON 6-4-46 (Distribution A,W)
- 146.1 CLEARANCE OF MANUSCRIPTS FOR OUTSIDE PUBLICATION 3-26-46 (Distribution A,W,L,S,B)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(140 - Information Services)

- 146.2 PREPARATION OF MANUSCRIPTS FOR PMA PUBLICATION and EXHIBIT
 A 3-26-46 (Distribution A,W,L,S,B)
- 148.1 PREPARATION AND CLEARANCE OF RADIO MATERIAL 6-4-46
 (Distribution A,W,L,S,B)
- 149.1 REVIEW AND CLEARANCE OF DUPLICATED MATERIAL 8-27-47
 (Distribution A,W,L,S,B)

FISCAL - 200 SERIES

200 - Basic

- 201.1 REGULATIONS GOVERNING THE SETTLEMENT OF CERTAIN DEBTS OF
 FARMERS 3-18-46 (Distribution A,W,L-15,S)
- 201.2 THE SAFEKEEPING OF AND ACCOUNTING FOR GOVERNMENT FUNDS,
 TOKENS, POSTAGE STAMPS, NEGOTIABLE INSTRUMENTS, AND
 VALUABLE PROPERTY 7-10-47 (Distribution A,W,L,S,B)
- 203.1 SETTLEMENT OF CLAIMS BY AND AGAINST CCC AND REPORTING
 CLAIMS ACTIVITIES 3-12-47 (Distribution A)
- 203.2 NOTIFICATION OF INDEBTEDNESS OF COMMODITY CREDIT CORPORATION
 7-1-47 (Distribution A,W,L,S,B) In par. IV, last line,
 change reference to "Paragraph V" to "Paragraph III B."
- 204.1 REPLACEMENT OF GOVERNMENT CHECKS 8-28-46 (Distribution
 A,W,L,S,B)

210 - Official Travel

- 211.A AUTHORIZATION TO MOVE IMMEDIATE FAMILY OF PMA EMPLOYEES
 10-4-45 (Distribution A,W,L,S,B) Formerly Administrator's
 Memorandum No. 14

(210 - Official Travel)

- 211.1 AUTHORITIES GOVERNING OFFICIAL TRAVEL 6-18-46
 (Distribution A,W,L,S (except S-14),B) To par. II A add
 subparagraph 6: "Travel authorizations of directors of
 branches and staff offices shall be approved by the
 Director of the Budget and Management Branch. Travel
 authorizations of the Director of the Budget and
 Management Branch shall be approved by the Deputy
 Administrator or any Assistant Administrator."
- 211.2 EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN and EXHIBIT A
 1-3-47 (Distribution A,W)
- 211.3 PREPARATION OF LETTERS OF AUTHORIZATION 6-17-46
 (Distribution A,W,L,S (except S-14),B)
- 216.1 CANCELLATION OF SLEEPING OR PARLOR CAR RESERVATIONS
 AND SURRENDER AND EXCHANGE OF PULLMAN TICKETS 11-12-46
 (Distribution A,W,L,S,B)
- 216.2 ACCOUNTING FOR GOVERNMENT REQUESTS FOR TRANSPORTATION
 12-19-46 (Distribution A (except A-13,14),W (except W-13),
 L,S-16,B)
- 216.3 CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL
 AIRLINES 3-3-47 (Distribution A,W,L,S,B)
- 217.1 ADVANCE OF FUNDS FOR TRAVEL 4-14-47 (Distribution A
 (except A-14),W,L,S (except S-14),B)
- 218.1 PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT
 VOUCHERS and EXHIBIT A 4-9-46 (Distribution A,W,L,
 S (except S-14) B) Page 15: Par. X A 1, after
 "(AD-204" add "Authorization - General)." Par. X A 2,
 after "(AD-202," add "Authorization - Travel)."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

220 - Funds

- 225.1 OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES 11-21-46
(Distribution A (except A-13,14);W (except W-13);L;B
(except B-18))

240 - Payrolls

- 240.1 NIGHT DIFFERENTIAL 9-10-46 (Distribution A,W,L,S,B)
- 243.1 PAY ROLL SAVINGS PLAN 8-13-46 (Distribution A,W,L,S,B)
- 249.1 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT -
WASHINGTON 3-17-47 (Distribution A (except A-13,14)
(Washington only),W (except W-13))
- 249.2 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT -
FIELD 12-20-46 (Distribution A,L,S,B)
- 249.3 CHANGE IN MAINTENANCE OF LEAVE RECORD CARDS - WASHINGTON
12-20-46 (Distribution A (Washington only),W)
- 249.4 CHANGE IN MAINTENANCE OF TIME AND ATTENDANCE REPORTS AND
LEAVE CARDS - FIELD 12-20-46 (Distribution A,L,S,B)
- 249.5 EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY PAYMENT
2-13-47 (Distribution A (except A-13,14),W (except W-13),
L,S-16,B)

PERSONNEL - 300 SERIES

300 - Basic

- 301.1 EMPLOYMENT POLICY FOR VETERANS AND CAREER SERVICE EMPLOYEES
12-18-46 (Distribution A,W,L,S,B)
- 303.1 POLITICAL ACTIVITY 5-21-46 (Distribution A,W,L,S,B and
all employees)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(300 - Basic)

- 303.2 LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES 5-28-46
 (Distribution A,W,L,S,B and all field employees)
- 303.3 EMPLOYEE INFORMATION 10-24-46 (Distribution all
 employees)
- 304.1 PERSONNEL CEILINGS 3-11-47 (Distribution A,L)
- 306.1 ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION CARDS
 9-23-46 (Distribution A,W,L,S,B)
- 309.1 PERSONNEL STATISTICS REPORTS 7-8-46 (Distribution A,L-15)
 Pages 2 through 4 revised 9-20-46. Page 5 revised 1-14-47.
 Page 1, par. II A, after 10, add "11 Personnel Division,
 Washington, D. C." Page 2, in column "To Reach
 Washington PE Division by" opposite the "Report of Negro
 Employment", change "Feb. 5, June 5 and October 5" to
 read "April 5 and October 5." After last entry in
 column "Form No." add "and PDI-309-4."
- 309.2 MONTHLY REPORT OF PERSONNEL 7-7-47 (Distribution A,L-15)
- 309.3 VISITORS REPRESENTING FOREIGN GOVERNMENTS 8-2-46
 (Distribution A,W,L,S,B)

310 - Employment

- 310.1 REQUEST FOR PERSONNEL ACTION 8-10-46 (Distribution
 A,W,L,S,B) Page 6, delete par. VI B 1 b and 2 b.
- 310.2 EMPLOYMENT 3-13-46 (Distribution A,W,L,B) (Pages 1 and
 2 revised 5-10-46) Page 1, par. III A should read "for
 PMA will be carried out by the PE Division in Washington,
 D. C., Area PE Divisions, State PMA Offices and branch
 field offices having delegated employment authority in the
 field." Par. IV, second line, delete "PMA," third and
 fourth lines delete "(except the Field Service Branch),"
 delete the last sentence.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(310 - Employment)

- 310.3 CONVERSION OF CERTAIN GROUPS OF EMPLOYEES TO CLASSIFIED STATUS 4-17-46 (Distribution A,W,L,S,B) Page 2, par. III A 3 b, after "Persons whose appointments" add "to classified positions."
- 310.4 CLASSIFIED STATUS FOR CERTAIN GROUPS OF EMPLOYEES 4-17-46 (Distribution A,W,L,S,B) Page 1, par. I B in first sentence after word "entered" add "classified positions in." Par. I C after "Certificate" add " which authorized probational appointment."
- 310.5 PLACEMENT POLICY FOR THE PROMOTION, REASSIGNMENT AND TRANSFER OF PERSONNEL WITHIN PMA 5-8-46 (Distribution A,W,L,S,B)
- 310.6 FILLING VACANCIES ADVERTISED IN BULLETINS - WASHINGTON 7-31-46 (Distribution A,W)
- 310.7 ELIGIBILITY FOR PROBATIONAL APPOINTMENT FOR CERTAIN VETERANS 8-3-46 (Distribution A,W,L,S,B, and all employees)
- 310.8 INFORMATION FOR ALL PMA EMPLOYEES REGARDING CIVIL SERVICE EXAMINATIONS 11-5-46 (Distribution A,W,L,S,B and all employees)
- 310.9 CIVIL SERVICE CERTIFICATES RECEIVED DIRECT BY PMA FIELD OFFICES 8-22-46 (Distribution A,W,L,S,B)
- 311.1 RECRUITMENT POLICY 2-15-46 (Distribution A,W,L,S,B) In par. I A, delete "except in the case of the inspection, grading, and regulatory services."
- 312.1 CONSULTANTS 7-24-46 (Distribution A,W,L,S)
- 312.2 EMPLOYMENT UNDER LETTERS OF AUTHORIZATION - LABOR BRANCH (Distribution A-15,21,25,26; L-15,21,26) Pages 1,2,3,4, and 9 dated 7-1-47; pages 5,6,7 and 8 dated 4-21-47
- 312.3 EMPLOYMENT UNDER LETTER OF AUTHORIZATION 7-7-47 (Distribution A,W,L,S,B)

(310 - Employment)

- 313.1 PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENTS
4-4-46 (Distribution A,W,L,S,B) Page 2, par. VI B,
change the first sentence to read as follows: "Supervisory
personnel shall submit recommendations in memorandum form
through regular administrative channels of the branch."
Add the following sentence: "All persons in the branch
through whom the recommendation must clear should attach
any remarks or pertinent factual information they may
have."
- 314.1 SALARY ADMINISTRATION IN CASES OF DEMOTION 12-10-45
(Distribution A,W,L,S,B)
- 315.2 REDUCTION IN FORCE and EXHIBITS A and B 3-8-46
(Distribution A,W,L,S,B) Pages 3 and 4 revised 10-2-46.
In par. III A, (page 1) of Exhibit B add "and V" at
end of third line after "and IV."
- 315.3 RESIGNATIONS 1-15-47 (Distribution A,W,L,S,B)
- 316.1 REEMPLOYMENT OF VETERANS 2-1-46 (Distribution A,W,L,S,B)
- 316.2 PLACEMENT OF RETURNING VETERANS and EXHIBIT A 4-4-46
(Distribution A,W,L,S,B) Page 1 par. II change
"consisting of a maximum ceiling of 25 in each PMA Area"
to read "consistent with approved personnel ceiling
allotments for this purpose."

320 - Provisions of Employment

- 321.1 LEAVE REGULATIONS AND ROUTINES 3-6-47 (Distribution
A,W,L,S,B) Page 18 revised 4-24-47
- 321.2 GRANTING OF MILITARY LEAVE 6-3-47 (Distribution
A,W,L,S,B)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(320 - Provisions of Employment)

- 322.1 OVERTIME 2-25-47 (Distribution A,W,L,S,B) Page 2
revised 4-24-47
- 323.1 EFFICIENCY RATING PROGRAM - WASHINGTON AND FIELD 2-25-47
(Distribution A,W,L,S,B)
- 323.2 STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS 2-26-47
(Distribution A,W,L,S,B)
- 324.1 RETIREMENT RESPONSIBILITIES AND PROCEDURES 11-6-46
(Distribution A,W,L,S,B) Page 1 revised 1-28-47
- 325.1 DISCIPLINE 4-23-46 (Distribution A,W,L,S,B) Pages 3
through 8 revised 11-12-46. Pages 9 through 11 revised
5-23-46. Delete par. X C 1 h.
- 326.1 HOURS OF WORK 5-9-46 (Distribution A,W,L,S,B)
- 328.1 FEDERAL EMPLOYEES PAY ACT OF 1946 and EXHIBIT A 8-5-46
(Distribution A,W,L,S,B and all employees)
- 328.2 ALLOWANCES PAYABLE TO PMA EMPLOYEES STATIONED IN FOREIGN
COUNTRIES 8-7-46 (Distribution AA)
- 328.3 ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER STORAGE
ATCHISON, KANSAS WAGE BOARD and EXHIBIT A 4-11-47 (Distri-
bution A (Washington only); Midwest Area Fiscal Office,
Midwest Area Personnel Office; Natural Cooler Storage,
Atchison, Kansas) Par. B 3, after "in" insert "A and B"
- 329.1 DETAILS OF PERSONNEL 8-21-46 (Distribution A,W,L,S,B)

330 - Training

- 330.1 PERSONNEL TRAINING 3-19-46 (Distribution A,W,L,S,B)
- 330.2 INTERN TRAINING IN WASHINGTON AND THE FIELD 7-7-47
(Distribution A,W,L,S,B)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(330 - Training)

335.1 VETERAN TRAINING 5-23-46 (Distribution A,W,L,S,B)
Page 1 revised 10-17-46

339.1 EMPLOYEE PROGRESS REPORT 9-23-46 (Distribution A,W,L,S,B) Change the first sentence to read: "This Instruction outlines the procedure for reporting the progress of new appointees, transferees, and employees reassigned to other jobs in Grade CAF-9 and below."

350 - Safety and Health

350.1 SAFETY POLICY 9-10-46 (Distribution A,W,L,S,B,C)

353.1 INVESTIGATING AND REPORTING ACCIDENTS AND INJURIES and EXHIBIT A 7-31-46 (Distribution A,W,L,S,B,C) Change all references to "U. S. Employees' Compensation Commission (USECC)" to read "Bureau of Employees' Compensation - Federal Security Agency."

OFFICE SERVICES - 400 SERIES

400 - Basic

404.1 USE OF ORGANIZATION NAME and EXHIBIT A 1-3-46 (Distribution A,W,L,S,B) Add a sentence at the end of III D on page 3 as follows: "For more detailed instructions and examples of correct listings for telephone directories, refer to exhibit A, 'Instructions to Agencies for Telephone Directory Listings in the Field.'"

405.1 ESTABLISHMENT OF CENTRAL RECEIVING AND SHIPPING POINT - WASHINGTON 3-6-46 (Distribution A,W)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(400 - Basic)

- 405.2 TRANSPORTATION OF HOUSEHOLD GOODS and EXHIBIT A 5-1-46
(Distribution A (except A-14), W (except W-14), L, S
(except S-14) B)
- 405.3 GOVERNMENT BILLS OF LADING 11-21-46 (Distribution A
(except A-14), W, L, S (except S-14), B) Pages 1, 2 and 3
revised 8-25-47; pages 4 and 9 revised 3-27-47
- 405.4 SHIPMENT OF GOVERNMENT RECORDS - RATES 3-27-47
(Distribution A, W, L, S, B, C)
- 405.5 TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF
TRANSFERRED EMPLOYEES 6-19-47 (Distribution A, W, L, S, B)
On page 2, par. III J, line 6 immediately following "in
Schedule A", insert "of Executive Order 9805" and delete
the remainder of the sentence.
- 406.1 FEDERAL FIRE COUNCIL REPORTS 4-3-47 (Distribution
A, W, L, S, B, C)

410 - Procurement

- 410.1 PURCHASE OF EXPENDABLE AND NONEXPENDABLE EQUIPMENT
8-22-46 (Distribution A, W, L, S, B)
- 411.1 ACQUISITION OF SPACE AND UTILITY AND MISCELLANEOUS
SERVICES - AREA AND FIELD 10-16-46 (Distribution A
(except A-14), L, S (except S-14), B) Page 1, par. III A,
lines 3, 5, 9, after "contracts" insert "or orders"
Pages 11, through 15 revised 12-11-46
- 412.1 PROCUREMENT OF CARBON INTERLEAVED FORMS AND TABULATING
CARDS 2-18-47 (Distribution A, W, L, S, B)
- 416.1 PROCUREMENT OF SUPPLIES AND EQUIPMENT BY FCIC OFFICES
4-5-46 (Distribution A-05, 13; W-05, 13; L-05)

(410 - Procurement)

416.2 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES 11-6-46 (Distribution A (except A-14),L,S-16,B) Page 4, add to end of par. IV H "(See V B 1)." Par V A line 3, after "except" insert "postage supplies, or." Page 6 revised 12-18-46.

418.1 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - WASHINGTON 8-12-46 (Distribution A (except A-14),W) Page 2, par. III, line 1, after "request for:" add "purchased;" par. IV, line 5, delete "purchases of publications" and substitute "working tools." Page 5, par. VIII, delete "1947" and substitute "1948."

418.2 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - AREA AND FIELD 8-13-46 (Distribution A (except A-14),L,S (except S-14),B) Page 1, par. III, line 1, after "requests for" add "purchased." Page 2, par. IV, line 4, delete "purchases of publications" and substitute "working tools." Page 3, par. VI B 1, line 2, insert after "chief," "the original and one copy of." Page 6, par. X, line 4, delete "1947" and substitute "1948."

421.1 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON 11-6-46 (Distribution A (except A-14),W)

422.1 CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY - WASHINGTON, AREA AND FIELD 10-16-46 (Distribution A (except A-14),W,L,S (except S-14),B)

430 - Automotive and Program Equipment

431.1 OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT MOTOR VEHICLES - AREA AND FIELD and EXHIBIT A 2-19-47 (Distribution A (except A-14),L,S (except S-14),B)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(430 - Automotive and Program Equipment)

433.1 AUTOMOTIVE EQUIPMENT COMMITTEE 4-2-47 (Distribution A)

436.1 REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD AND
HANDLING CLAIMS ARISING THEREFROM and EXHIBIT A 11-13-46
(Distribution A (except A-14), W, L, S (except S-14), B)

440 - Communications

441.1 CORRESPONDENCE IN WASHINGTON OFFICES 9-12-46 (Distribution
A, W, All Washington Secretaries, Stenographers, and
Typists) Pages 1, and 10 revised 10-17-46.

441.2 CORRESPONDENCE - AREA AND FIELD 7-23-46 (Distribution
A, L, S, B)

441.3 CORRESPONDENCE - RESPONSIBILITY FOR VISE 2-18-47
(Distribution A (Washington only), W)

443.1 USE OF TELEGRAMS IN AMENDING PROGRAM CONTRACTS 1-13-47
(Distribution A, W, L, S, B)

444.1 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS -
WASHINGTON 4-29-46 (Distribution A, W)

444.2 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS - AREA AND
FIELD 4-29-46 (Distribution A, L, B) Page 1, line 1 of par.
II C and lines 1 and 2 of par. II C 1, delete "(return
receipt requested)"; par. II C 1, after "postage" delete
remainder of paragraph and substitute the following: "for
registry fee and return receipt, if requested." Page 4,
delete par. III C. Line 4 of III D 1 a, delete "as shown
on all forms B/A 47." Change par. number of III D to III
C.

445.1 TELEPHONE DIRECTORY LISTINGS - WASHINGTON 4-11-46
(Distribution A)

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(440 - Communications)

445.2 PRIORITY FOR URGENT TELEPHONE TOLL CALLS 8-13-46
 (Distribution A,W,L,S,B)

449.1 TELECOMMUNICATION SURVEY 1-2-47 (Distribution A,W,L,S,B)

450 - Records

450.1 OFFICIAL RECORDS - POLICY AND RESPONSIBILITIES -
 WASHINGTON 4-23-46 (Distribution A (except A-14),
 W,L-05)

450.2 OFFICIAL RECORDS - AREA AND FIELD 11-21-46 (Distribution
 A,L,S (except S-14),B)

455.1 CONTRACT SYMBOLS AND NUMBERS 9-18-46 (Distribution
 A,W,L,S,B) Change par. VII "Distribution of contracts"
 to read as follows: "Contracting offices shall submit
 the original and two signed or certified copies of each
 transaction to which a contract symbol and number is
 assigned to the Fiscal office which assigned the
 contract symbol and number."

456.1 DISPOSITION OF RECORDS - DEPARTMENTAL AND FIELD
 OFFICES 8-19-46 (Distribution A (except A-14),W,L,S
 (except S-14),B)

457.1 PUBLICATION OF CERTAIN PMA DOCUMENTS IN FEDERAL REGISTER
 1-27-47 (Distribution A,W,L,S,B) Page 4 revised
 7-25-47

* * *

PMA-126.1

Exhibit A

Page 1

1948 PRODUCTION GOAL COMMODITY COMMITTEESCOFFEE

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 Carl H. Robinson (PMA-CN), Alt. Chairman
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Reginald Royston (BAE)

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Paul Johnson (PMA-GR), Secretary
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H. L. Stewart (BAE)
J.L. Whitchose (PMA-ADM)

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PMA 414.1

OBTAINING GRAPHIC SERVICES FROM BAE

I PURPOSE

The purpose of this Instruction is to inform interested branches and staff offices that an agreement has been entered into by PMA with the Bureau of Agricultural Economics whereby that Bureau will supply graphic services (charts, maps, and so forth) to PMA on a reimbursable basis; and to establish procedure to be followed when ordering graphic work.

II RESPONSIBILITY

Orders shall be submitted direct to BAE by the requesting branch in the form of a memorandum signed by the Branch Director or his designated representative. Each branch is responsible for picking up the completed work and for maintaining a control on orders placed.

III PAYMENT

Each order should clearly indicate the branch and allotment advice number to be charged. The BAE will render bills direct to the Fiscal Branch at the end of each month on a branch basis. Payment will be made by the Fiscal Branch on the basis of allotment codes.

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PRODUCTION AND MARKETING ADMINISTRATION

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* * *

INFORMATION FOR ALL EMPLOYEES
(PLEASE CIRCULATE)

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PMA 444.3

INTERNATIONAL MAIL RESTRICTIONS

I GENERAL

All international communications entering or leaving United States zones of occupation in occupied countries (except those directed to members of the armed forces of the United States or to persons serving with or accompanying those forces, at A.P.O. or F.P.O. addresses) are subject to civil censorship and must pass through normal postal or electrical channels. This Instruction complies with the request of The Security Advisory Board of the State-War-Navy Coordinating Committee that certain of the restrictions currently affecting such communications be brought to the attention of all Government personnel. It is not intended to convey complete information on the subject. Additional information needed shall be obtained from local postmasters. Violation of governing restrictions is considered contrary to the National interests of the United States.

II PARCELS TO AN APO OR FPO ADDRESS

Parcels to an APO or FPO address may not weigh in excess of 70 pounds and may not exceed 100 inches in length and girth combined.

III GERMANY

A Communications - Communications must be of a personal, family, or nontransactional nature, limited to the ascertainment of facts and the exchange of information. The weight limit for letters, by air or surface transmission, is one pound. The closing of business deals and correspondence concerning German external assets, or the enclosure of checks, drafts, securities or currency are prohibited. Transmission of such documents as birth, death or marriage certificates, wills, legal notices, and so forth, is permitted.

B Printed Matter - Noncommercial printed matter up to a weight limit of four pounds, six ounces, when sent as gifts, will be accepted for mailing to the United States and British zones, excluding Berlin. Individuals may direct publishers to mail gift printed matter. The covers or wrappers of printed matter must be plainly marked "noncommercial printed matter," and a list of the articles enclosed must be plainly endorsed on or securely attached to the cover.

INTERNATIONAL MAIL RESTRICTIONS

(III)

C Gift Packages - Gift packages with contents confined to essential relief items are authorized up to a weight limit of eleven pounds. The number of such packages sent may not exceed one parcel per week by or on behalf of the individual sender or addressee. Additional information regarding customs declarations and the mechanics of mailing can be obtained from local postmasters.

D Address - The address must show the name of the addressee, with the street and house number, or box number, and the town and province. If known, the zone of occupation and the postal district should also be included in the address. Correspondence will not be accepted for mailing when addressed to "General Delivery" or to a box number without the name of the addressee. Envelopes must not have an interlining, nor carry any indication other than the address of the sender and of the addressee, and the necessary postal directions.

IV AUSTRIA

All classes of Postal Union articles such as letters and packages, single and reply paid postcards, commercial papers, printed matter and small packets, not in excess of a weight of four pounds and six ounces, are acceptable for mailing by air or surface transmission. Articles may be registered. Business communications of an informational or transactional nature are authorized.

A Parcel Post - Unregistered and uninsured parcel post service is available, each parcel not to exceed eleven pounds in weight and 72 inches in length and girth combined. Only one parcel per week may be sent by or on behalf of the individual sender or addressee. Foodstuffs may be only of such character as to be nonperishable. The contents of the parcel must be itemized on the customs declaration.

V KOREA

Commercial papers, samples of merchandise, small packets, letters postcards, and printed matter will be accepted for mailing by surface transmission only, up to a weight limit of four pounds, six ounces. The special restrictions imposed by the Treasury Department regarding the exchange of financial, transactional, business and commercial information do not apply. Registry service is available. Communications may be written in Korean, English, Russian, French, Spanish, Japanese, Chinese, or Portugese. Mail should show the name of the addressee, street, district, town and province, in Korean characters, if known, with an interline translation in English. Gift packages are permissible, subject to the same restrictions as those applicable to Germany. (See paragraph III C.)

INTERNATIONAL MAIL RESTRICTIONS

VI JAPAN

Communications of a personal or family nature or nontransactional business communications, limited to ascertainment of facts and the exchange of information, are acceptable up to a weight limit of four pounds, six ounces. The transmission of documents such as birth, death, or marriage certificates, wills, legal notices, and so forth, is permitted. Enclosure of checks, drafts, securities, currency or other financial instruments is prohibited. Languages are restricted to English. Chinese, Japanese, French, Korean, Russian, Spanish and Portuguese. Gift packages may be mailed, subject to the same restrictions as those applicable to Germany. (See paragraph III C.)

* * *

